



Transition Assistance Curriculum

Checklist

Organization	Sequence/Course/Cla ss	Objective	Pre-work	Deliverable	Deliverable Completed	Support
ACAP	Preseparation Briefing (3 hours)	Identify Counseling Needs IAW Soldiers Plan	None	Completed DA Form 2648/2648-1		Computer/Internet 50 person classroom
ACAP	Transition Overview (1 hour)	Provide a comprehensive overview of all transition services	Attend Preseparation Briefing			
ACAP	Individual Transition Plan (2 hours) Initial (2 hours) Final	Develop tailored plan to support targeted objective Education, Employment, Technical, Entrepreneurial (modules x & x)	Attend Preseparation Briefing Attended Initial Counseling (ACAP Counselor) Soldier identified Education & Employment Goals & Objectives	Working ITP Complete ITP		Computer/Internet 50 person classroom
ACAP	MOS Crosswalk (2 hours)	Map MOS to civilian occupations Map MOS to education/trade- Gap analysis	VMET (can be downloaded in class. Internet access required)	Gap Analysis		Computer/Internet 50 person classroom
DOL	DOL Employment Workshop (3 days)	Resume of Choice Job Search Tools Interview Ready	Complete MOS Crosswalk Attend Preseparation Attend Initial ITP Education Record Verification Military Education & Training NCOER/OER Copy of working ITP Modules 1 & 6 completed			Computer/Internet 50 person classroom
ACAP	Financial Planning Seminar (7 hours)	Develop a 12-month integrated budget Identify ways to save money	Records/credit card balances Credit Report (can be pulled in class) LES/Army Pay Scale Bank	Integrated 12-month budget		Computer/Internet 50 person classroom